

# Community Use of Public Facilities



## Interagency Coordinating Board Montgomery County, Maryland Winter 2013-14



Sign up for CUPF Newsletters at...[www.montgomerycountymd.gov/cupf](http://www.montgomerycountymd.gov/cupf)



### From the Director

*Looking at how an organization "brand's" itself over time is an interesting journey. Our first logo published in the early 1980s (see above left) reflected our initial focus on bringing the community together using schools as gathering places. Our logo included the message "Bringing schools and communities closer together" came at a time when hours of permitted community use was half of what it is today, and the Interagency Coordinating Board was in the early stages of forging a partnership with local schools to open their doors to a broader community and actively funding and delivering after school programming. In time the County Recreation Department took over the activity programming functions handled by CUPF and many other organizations now rely on schools for delivery of their programs and services.*



*The current ICB logo (left) replaced the school house in 1999 after the Community Use of Schools became the Community Use of Public Facilities as responsibility for scheduling libraries and several County meeting rooms were added. Staff recently developed a new logo (below) to better reflect the organizational structure of the program.*



*In addition to unveiling the new logo, Staff is also rolling out a new after hour's emergency line-240-490-CUPF, which can accept both calls and texts.*

*The Winter Newsletter also gives us an opportunity to alert users about our Inclement Weather policy and resources as well as remind users about the Spring-Summer submission window.*

*No school use fee increases are planned for FY15 (September 1, 2014 – June 30, 2015), however changes for FY16 will be announced in the spring.*

*I wish everyone a wonderful holiday season and hope you are able to take a little time off.*

Regards,

*Ginny*

Ginny Gong, Director

### **New! After Hours Emergency Number**

## **240-490-CUPF (2873)**

CUPF has a NEW after hours emergency phone number answered from 5pm -11pm during the week and 6am-midnight on weekends and holidays when IMMEDIATE ASSISTANCE IS NEEDED in any location. The new phone line can accept both calls and texts. Call this number if:

- You can not get into a building or room
- You need to find the building service worker for assistance
- Another user has not yet vacated the room in the time your use is scheduled to begin
- AC or heating conditions
- You must vacate the building due to a fire alarm or similar hazardous condition
- You note damage or enter a room not returned to its regular condition

Be sure to always bring your permit with you for location, date and time verification by the school's staff.

Call the main line at 240-777-2725 during normal business hours (8:30am-5:00pm) for non-urgent needs.



### **Inclement Weather Cancellation Guidelines**

The ICB's philosophy regarding cancellations has always been to keep facilities open to the public to the extent possible, keeping safety in mind, with the understanding that groups can cancel use on their own based on their comfort levels.

If community use is cancelled by CUPF, a full credit of the rental fees for the hours cancelled will be issued. However, please be advised that while all users can certainly make their own choices regarding whether or not to cancel their activities, it is only when activities have been officially cancelled by this office that credits will be issued.

**Cancellation of weekday community use of schools** will be in effect if schools are closed for the day. That decision is made by MCPS. Community use activities in schools will automatically be cancelled when schools are closed early or for the entire day.

**Delayed School Openings:** When MCPS opens late, morning Community use of school buildings will be cancelled. Afternoon activities may continue as scheduled, depending on weather conditions.

**Cancellation of childcare programs** follows the cancellation schedule for MCPS administrative offices. If MCPS administrative offices are closed, childcare programs are cancelled.

- Delayed opening for "schools only" means childcare programs may open on time.
- Delayed opening for "administrative offices" means a delayed start for childcare programs.
  - When both schools and administrative offices are delayed, childcare programs may open at 9:00 am.
  - When schools are closed and administrative offices are delayed, childcare programs may begin when the administrative offices open

**If schools complete the day or for weekend use** a decision regarding whether or not schools will be open for community use (non-school) activities will be made by the Director of CUPF and users will be informed as follows:

- Sign up for Alert Montgomery
- Call 240-777-2710
- Listen to local TV and Radio stations
- Check the website at:  
www.montgomerycountymd.gov/cupf

### **Next Scheduling Window (indoor school uses)**

Forms should be submitted during the following periods to receive priority in scheduling:

Submission Window	Season
January 15 to February 1	for use April 1 through August 31
July 15 to August 1	for use September 1 through March 31

### **Personal Celebrations . . . . .**

Sorry, but due to community use of public facility guidelines, personal celebrations such as birthday parties and weddings are not permitted in schools. If you find yourself needing space for a personal celebration, we can refer you to:



[www.montgomerycountymd.gov/cupf/info-reservation/sscb.html](http://www.montgomerycountymd.gov/cupf/info-reservation/sscb.html)  
[www.silverspringiceskating.com](http://www.silverspringiceskating.com)  
[www.montgomerycountymd.gov/rec](http://www.montgomerycountymd.gov/rec)  
[www.montgomeryparks.org](http://www.montgomeryparks.org)

### **FIELD UPDATES**

With the exception of artificial turf fields, all field use permitting ended November 30<sup>th</sup>. Winter is a critical time for resting the fields. Groups are cautioned that play on a wet field damages the grass's roots and prevents re-growth.

We'd also like to remind field users that the Montgomery County Parks Planning Board approved a fee increase to address rising operating and maintenance costs. Park athletic field fee changes will be effective January 1, 2014, for the 2014 spring [www.montgomeryparks.org](http://www.montgomeryparks.org) planned for spring.

<b>Field Fees Effective January 1, 2014*</b>	
<b>MNCPPC owned Fields:</b>	
<b>Local Park</b>	\$7/hr
<b>Regional Park</b> (Game use only)	\$17/hr - youth, unlit / \$32/hr - youth, lit \$25/hr - adult, unlit / \$40/hr - adult, lit
<b>Synthetic Turf Park</b> (Fairland & Blair HS)	\$100/hr – non-profit & residents \$150/hr – for-profit & non-residents
<b>School/County-owned ball fields</b>	
<b>School Turf Stadium Fields</b>	Non-profit/County residents \$50 Youth     \$75 Adult Non-profit/County residents, with lights \$85 Youth     \$110 Adult Commercial/Non-county residents \$175 (add \$35 with lights)
<b>School Artificial Turf Stadium Fields</b>	\$125/hr – non-profit & residents \$200/hr – for-profit & non-residents \$35/hr – for stadium lights (fee includes access to stadium restrooms & assignment of Building Services Worker)

Progress continues on the construction of artificial turf stadium fields at Paint Branch HS, Wootton HS and Gaithersburg HS. Staff hopes that these fields will be open for community use in time for the spring season.

### **SILVER SPRING CIVIC BUILDING & VETERANS PLAZA**

Put on your warm clothes and head to the Silver Spring Civic Building for cocoa and skating. For hours of operation and other information visit:

[www.silverspringiceskating.com](http://www.silverspringiceskating.com) or call 301-588-1221.

CUPF Director Ginny Gong was invited by the Silver Spring Town Center, Inc. to talk about her book, "From Ironing Board to Corporate Board" and discuss her family's experience as immigrants.



For more info on requesting use of the Civic Building visit:  
[www.montgomerycountymd.gov/cupf/info-reservation/sscb.html](http://www.montgomerycountymd.gov/cupf/info-reservation/sscb.html)